



CITY OF HOUSTON

Job Posting

Applications accepted from:	All Persons Interested
Job Classification	Assistant Superintendent
Posting Number	PN# 102396
Department	Fire Department
Division	Finance and Administration
Section	Warehouse
Reporting Location	1205 Dart
Workdays & Hours	M - F, 8 a.m. – 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Manage the Station Supply and EMS Supply warehouses. Supervise, train and develop warehouse personnel. Implement “Best Practices” while following City and HFD policies. Update SOP and other documentation as changes are implemented. Maintain professional level of warehouse organization and housekeeping. Manage the delivery of Supplies to stations. Supervise, train and develop delivery personnel. Update EMS delivery schedules; ensure schedules are followed and that all monthly supply orders are delivered in a timely manner. Provide a high level of customer service to all HFD personnel including counter customers and personnel at stations. Maintain “Can Do” attitude, reduce complaints and reduce customer’s waiting time, follow-up on special requests. Manage the central receiving function for the Department. Receive material, notify other divisions when material arrives, initiate paperwork and computer updates and provide documentation that meets audit requirements. Interface with end users to determine specifications for products, and with Inventory Control and Procurement to maintain inventory levels at HFD approved levels. Maintain controls resulting in low inventory variances.

WORKING CONDITIONS

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associate’s degree in Business Administration, Construction Management, Recreation or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Four years of progressively responsible professional and/or skilled experience closely related to the activities of the section are required, including one of the years in a supervisory capacity.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Preference will be given to candidates with experience in managing multiple warehouses. Prefer extensive customer service background and understanding of automated inventory management systems. Requires a valid Texas drivers license and compliance with the City of Houston’s policy on driving (AP2-2).

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION X Yes

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

<u>Salary Range - Pay Grade 20</u>	
\$1,151.00 - \$1,574.00 Biweekly	\$29,926.00 - \$40,924.00 Annually

OPENING DATE January 12, 2005

CLOSING DATE Open until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. TDD Phone number (713) 837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer